ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

Responsible Officer: Executive Dean Academic Affairs
Approved by: Academic Board
Approved: 14 April 2020
Commenced: 14 April 2020
Review by: April 2023

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Last Updated: 11 May 2020
Policy Code and Title: PL_AC_02 Admission Policy (incorporating English Language Proficiency Requirements)
Policy Owner: EDAA
Version: 3.4
Effective: 14 May 2020
Review Date: April 2023
File Location: SharePoint/Quality/Policy and Procedure
1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

Student selection is competitive and based on the principles of academic and performance merit. Selection processes are applied fairly and openly, and recognise that formal qualifications are not the only measure of the capacity to succeed.

The Institute encourages a diverse and representative student population and is committed to non-discrimination when recruiting and selecting, and at all times complies with equal opportunity and anti-discrimination legislation.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Context and Purpose

The purpose of this policy and procedure is to:

- Establish clear guidelines and evidence-based admission criteria into the Institute’s courses
- Ensure clear and consistent admission criteria are appropriate to Australian Qualifications Framework (AQF)
- Eliminate unfair or unnecessary barriers for students to access the Institute courses
- Enable flexible qualification pathways
- Provides guidelines for the evaluation of prior learning and experience for entry into the Institute’s courses

1.4 Scope and Coverage

This policy and procedure applies to all prospective domestic and international students for admission into AIM’s Foundation Program and Higher Education programs.
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This policy and procedure applies to AIM’s Foundation Program and Higher Education Programs offered at the Sydney and Melbourne campuses.

1.5 Special Conditions or Exceptions
Nil

2 Procedures

2.1 Admission Criteria

2.1.1 Admission Criteria Undergraduate Programs
Entry into AIM’s undergraduate programs is a transparent process based on the categories of assessment as outlined below.

a. Applicants with recent secondary education (within the past two years)
To be eligible for admission into an undergraduate degree on the basis of recent secondary education applicants must have
• Satisfactory completed an Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by DET) in the past 2 years;
  or
• Satisfactory completed the International Baccalaureate (IB) Diploma qualification in the past 2 years.

Additional ATAR Requirements

<table>
<thead>
<tr>
<th>Program Name</th>
<th>ATAR Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Entertainment Management</td>
<td>65</td>
</tr>
<tr>
<td>Bachelor of Music (Arts Management)</td>
<td>N/A</td>
</tr>
<tr>
<td>Bachelor of Music (Audio)</td>
<td>N/A</td>
</tr>
<tr>
<td>Bachelor of Music (Classical)</td>
<td>N/A</td>
</tr>
<tr>
<td>Bachelor of Music (Composition and Music Production)</td>
<td>N/A</td>
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<tr>
<td>Bachelor of Music (Contemporary)</td>
<td>N/A</td>
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<tr>
<td>Bachelor of Music (Music Theatre)</td>
<td>N/A</td>
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</tbody>
</table>

Applicants who completed their senior Secondary Year 12 Certificate (or equivalent) more than 2 years ago will be assessed on the basis of work and life experience (refer D below).

NSW Year 12
Applicants must have completed the NSW Higher School Certificate in the last 2 years; and completed a minimum of English Standard. Note that any result below a Band 3 in English Standard may require further assessment.

Victorian Year 12
Applicants must have completed an Australian Senior Secondary Year 12 Certificate in the last 2 years; for VCE (Victorian Certificate of Education) Students; Satisfactory completion of the VCE and Units 3 and 4 English. Any of the four VCE English studies - English, English as an Additional Language, Literature or English Language - satisfies the requirement for English; however, Units 3 and 4 must be completed in sequence and in the same calendar year.
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VCAL (Victorian Certificate of Applied Learning): The completion of Senior VCAL will be recognised for entry into the Diploma of Music providing all other entry requirements are met.

For All Other Australian States and Territories

Applicants must have completed an equivalent Year 12 qualification in the last 2 years including satisfying minimum standard English requirements equivalent to NSW HSC English Standard, or where no English was studied at Year 12, by providing satisfactory evidence of English competency. Evidence of examples include: the completion of a writing task; or submission of a completed assessment tasks from other units at Year 12 level.

b. Applicants with higher education study

To be eligible for admission into an undergraduate degree on the basis of tertiary (HE) studies, applicants need to have completed at least 6 months of full-time study (or the part-time equivalent) at AQF level 5 degree or higher (or its overseas equivalent as assessed by the Department of Education and Training (DET). If applicants have not completed 6 months, they will be assessed on your secondary results (refer A above). Please note that other selection criteria, including English proficiency and audition will be taken into account (see Additional Requirements below).

Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies including completed or partially completed Higher Education awards and completed Vocational Education & Training (VET) qualifications (AQF Diploma and above, or its overseas equivalent as assessed by DET). Specified credit will be granted towards specific units of an AIM undergraduate course on the basis of prior learning in a completed or partially completed HE award or completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an Application for Recognition of Prior Learning together with all required supporting documentary evidence.

c. Applicants with vocational education and training (VET) study

To be eligible for admission into an undergraduate degree on the basis of Vocational Education & Training (VET) study, applicants must have successfully completed an AQF VET qualification (Certificate 4 and above, or its overseas equivalent as assessed by DET). Applicants who have not completed a VET qualification at Certificate 4 or above, you will be assessed on their secondary results (refer A above). Please note that other selection criteria, including English proficiency and audition will be taken into account (see Additional Requirements below).

d. Applicants with work and life experience

Applicants who are over the age of 21 will be assessed as Mature-age entry (see below requirements). Applicants who are under 21 but have completed their Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by DET) will be assessed on the basis of their Year 12 Certificate, their satisfactory audition performance and assessment by the Director of Academic Affairs or nominee of their overall ability to undertake the program of study and to achieve the course outcomes.
2.1.2 Admissions Criteria Postgraduate Programs (Graduate Studies)
Entry into AIM’s postgraduate programs is a transparent process based on the categories of assessment as outlined below

a. Applicants with Tertiary Study
To be eligible for admission into the postgraduate Music program on the basis of tertiary (HE) studies, you need to have completed (or its overseas equivalent as assessed by DET) an:

- AQF bachelor degree (with relevant professional practice experience if from a non-music degree) for entry into the Graduate Certificate
- AQF bachelor degree (with relevant professional practice experience if from a non-music degree) for entry into the Graduate Diploma
- AQF bachelor degree followed by a graduate certificate completed to a satisfactory standard in a nested arrangement within the coursework Master degree for entry into the Graduate Diploma
- AQF Bachelor degree with Honours degree in music for entry into the Masters degree
- AQF Graduate Diploma in Music for entry into the Masters degree

To be eligible for admission into the Master of Arts and Entertainment Management program on the basis of tertiary (HE) studies, applicants must have completed (or its overseas equivalent as assessed by DET):

- (Cognate entry pathway) An AQF Bachelor of Arts and Entertainment Management (or equivalent) with:
  - Credit average
  - 1 year relevant experience post study
- (Non-cognate entry pathway) An AQF bachelor degree, with:
  - Credit average
  - 1 year relevant experience post study
- An AQF Graduate Diploma in a related area

Domestic Applicants only: To be eligible for admission into the Graduate Certificate of Arts and Entertainment Management program on the basis of tertiary (HE) studies, applicants need to have completed (or its overseas equivalent as assessed by DET):

- An AQF bachelor degree, with:
  - 1 year relevant experience post study

Applicants may be eligible for credit transfer or recognition of prior learning for their tertiary studies including completed or partially completed Higher Education awards. Specified credit will be granted towards specific units of an AIM postgraduate course on the basis of prior learning in a completed or partially completed HE course if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an Application for Recognition of Prior Learning together with all required supporting documentary evidence.
b. Applicants with vocational education and training (VET) study
To be eligible for admission into a postgraduate degree on the basis of Vocational Education & Training (VET) study, you must have successfully completed the following AQF VET qualification (or its overseas equivalent as assessed by DET):

- An Advanced Diploma, Diploma or Higher level vocational Certificate together with extensive relevant work experience for entry into the Graduate Certificate
- An Advanced Diploma, Diploma or Higher level vocational Certificate with additional relevant work experience, and completion of a Graduate Certificate for entry into the Graduate Diploma

Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies including completed Vocational Education & Training (VET) qualifications (AQF Diploma and above). Specified credit will be granted towards specific subjects of an AIM post graduate course on the basis of prior learning in a completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an Application for Recognition of Prior Learning together with all required supporting documentary evidence.

C. Applicants with work and life experience
Applicants who are over the age of 21 will be assessed as Mature-age entry (see below). Applicants may obtain entry into the:

- Graduate Certificate on the basis of extensive relevant work experience, demonstrating potential to undertake study at this level. Following successful completion of the Graduate Certificate, articulation into a higher qualification will be granted
- Graduate Diploma on the basis of extensive relevant prior experience demonstrating potential to undertake work at this level, following completion of a Graduate Certificate. Following successful completion of the Graduate Diploma, articulation into a higher qualification will be granted

For applicants who do not meet the above criteria, admission may be granted by the Director of Academic Affairs or nominee based on a documented assessment of the applicant’s overall ability to undertake the program of study and to achieve the course learning outcomes.

2.1.3 Admissions Criteria Foundation Program
Entry into AIM’s Foundation Program is based upon achievement of a satisfactory level of secondary Year 11 schooling (or its overseas equivalent as assessed by DET), audition/interview (where relevant) and a minimum of 5.5 IELTS (overall) (International students).

To be eligible for entry, students must be at least 17 years of age at the time they commence the Foundation Program.

2.2 Additional Requirements
2.2.1 English Language Proficiency
All students must be sufficiently competent in the English language to participate effectively in the course of study. Specified English language entry requirements must be met by all students prior to admission. Applicants will be deemed to have sufficient English proficiency if they:
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- Were born in one of the following countries and have completed secondary studies or at least one undergraduate or vocational qualification in one of those countries and the language in which the qualification was undertaken was English
  or
- Were not born in one of the following countries but have completed senior secondary study or at least one year of full-time undergraduate study in one of these countries and the language in which the qualification was undertaken was English.
  - American Samoa
  - Australia
  - Botswana
  - Canada
  - Fiji
  - Ghana
  - Guyana
  - Ireland
  - Kenya
  - Lesotho
  - Liberia
  - New Zealand
  - Nigeria
  - Papua New Guinea
  - Singapore
  - Solomon Islands
  - South Africa
  - Tonga
  - Trinidad and Tobago
  - United Kingdom (including Northern Ireland)
  - USA
  - Zambia
  - Zimbabwe

- Have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an Australian University or other higher education provider with English as the medium of instruction and assessment. Any other information and evidence concerning English capability will also be considered.

All other applicants must have documented evidence of English language proficiency as follows:

<table>
<thead>
<tr>
<th></th>
<th>IELTS</th>
<th>TOEFL Min</th>
<th>PTE Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Program</td>
<td>5.5</td>
<td>46-59</td>
<td>43 – 50</td>
</tr>
<tr>
<td>• Reading</td>
<td>5.0</td>
<td>4</td>
<td>35</td>
</tr>
<tr>
<td>• Listening</td>
<td>5.0</td>
<td>4</td>
<td>35</td>
</tr>
<tr>
<td>• Writing</td>
<td>5.0</td>
<td>14</td>
<td>35</td>
</tr>
<tr>
<td>• Speaking</td>
<td>5.0</td>
<td>14</td>
<td>35</td>
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<tr>
<td>Undergraduate Programs</td>
<td>6</td>
<td>60-78</td>
<td>50-57</td>
</tr>
<tr>
<td>• Reading</td>
<td>5.5</td>
<td>8</td>
<td>42</td>
</tr>
<tr>
<td>• Listening</td>
<td>5.5</td>
<td>7</td>
<td>42</td>
</tr>
<tr>
<td>• Writing</td>
<td>5.5</td>
<td>18</td>
<td>42</td>
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</tbody>
</table>
ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

<table>
<thead>
<tr>
<th>IELTS</th>
<th>TOEFL Min</th>
<th>PTE Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Speaking</td>
<td>5.5</td>
<td>16</td>
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</table>

Postgraduate Programs

<table>
<thead>
<tr>
<th>IELTS</th>
<th>TOEFL Min</th>
<th>PTE Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reading</td>
<td>6</td>
<td>13</td>
</tr>
<tr>
<td>• Listening</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>• Writing</td>
<td>6</td>
<td>21</td>
</tr>
<tr>
<td>• Speaking</td>
<td>6</td>
<td>18</td>
</tr>
</tbody>
</table>

International students must meet the English language requirements based on their citizenship as advised by the Department of Home Affairs for visa purposes. For more details please refer to the Department of Home Affairs website.

2.2.2 Portfolio

 Applicants are required to submit a portfolio that covers all of their relevant music, entertainment and business experience. This can be in the form of USB or CD-ROM (files as WAV/MP3/MP4/MOV and PDF/Digital Scans)

2.2.3 Audition and Interview

 The audition process allows AIM to assess potential and advise on the best program of study. All courses at AIM require an audition and/or interview to assess skills and aptitude to study. The applicant also has the opportunity to ask questions regarding study at AIM. For more information please refer to AIM Audition/Interview Requirements.

Applicants for the Bachelor of Entertainment Management with a recent secondary education (within the past two years) who have a minimum ATAR 65, are not required to provide a portfolio or attend an interview.

2.2.3.1 Audition requirements for all undergraduate music programs:

Applicants are required to provide a portfolio of two musical items. This may include any of the following forms of evidence:

- A live performance (to be performed during the interview)
- A recorded visual or audio performance
- A recorded original composition
- A PDF score of an original composition or arrangement
- A handwritten score of an original composition or arrangement
- An audio mix of a musical work

Applicants should submit at least one work that is appropriate for the award for which they are applying. Applicants may be required to attend an interview.

2.3 Additional Information

2.3.1 Other Admission Options

2.3.1.1 Mature-age entry

Applicants who are over 21 at the time of application are entitled to mature-age consideration. Applicants may obtain entry by meeting the undergraduate or postgraduate requirements (as above); or performing a...
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satisfactory level in audition. For applicants who do not meet the above criteria, admission may be granted by the Director of Academic Affairs or nominee based on a documented assessment of the applicant’s overall ability to undertake the program of study and to achieve the course learning outcomes.

2.3.1.2 Special needs/educationally disadvantaged students
AIM may give special consideration for admission to programs to applicants who have suffered educational disadvantage. In particular, applicants with physical disabilities, from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration. Application for special consideration should be made in writing to the Director of Academic Affairs. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Director of Academic Affairs or their nominee. English language proficiency requirements apply to all applicants.

2.3.1.3 Aboriginal and Torres Strait Island Applicants
Prospective students of Aboriginal or Torres Strait Island (ATSI) descent may apply for special consideration for admission to the Institute. Application for special consideration should be made in writing to the Director of Academic Affairs. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Director of Academic Affairs or their nominee. ATSI applicants who do not request special consideration will be subject to the Institute’s standard

2.3.2 Domestic applicants with overseas qualifications
Overseas qualifications will be assessed for equivalency by the DET.

2.3.3 Genuine Temporary Entrant (GTE) (International Students)
The GTE requirements applies to all international students applying for a student visa. International students may be required to provide the following information to indicate that their intention for a temporary stay in Australia is genuine.

• Statement of Purposes (SOP):
  o Curriculum Vitae (details education backgrounds and employment history (if applicable))
  o Why the student chose to study a particular course at AIM?
  o How the course(s) will add value to student’s future employment?
  o Future career plan after completing studying at AIM?

• Financial Requirements:
  o Payslips/Income statements (only if applicable)
  o Bank statements/ Business Registration statements (if under company a/c) - Bank Statement with minimum amount of AUD$45,000/ Evidence of personal annual income of at least AUD$60,000
  o Financial sponsorship letter
  o Proof of relationship to the Financial sponsor (when applicable/e.g. Birth Certificate/ Household registration Certificate)

A GTE interview will be conducted if required

For more details please refer to the Department of Home Affairs website and Document Checklist Tool
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2.4 Application Process
To apply for admission to an AIM program, the applicant must:

- Complete the Application for Admission
- Submit application with relevant certified documents:
  - Birth certificate
  - Passport (international applicants)
  - Academic records (if in a foreign language, must be translated by an accredited translator)
  - Proof of English language proficiency (international applicants)
  - GTE requirements (international applicants)
- Submit portfolio that covers all relevant music, entertainment and business experience (if applicable).

Once the application has been received, it will be accessed for completeness. If complete, the applicant will be contacted with details of audition times. Following successful audition, the applicant will be issued with a Letter of Offer and Course Enrolment Form.

In instances where students do not meet the above criteria, the Recruitment team will submit an application on behalf of the applicant to the DAA making a case for admission. This will include supporting documentation.

3. Accountabilities

3.1 Policy Owner
a. Executive Dean Academic Affairs: Policy owner

3.2 Responsible Officers
a. Head of Learning and Teaching to ensure the policy provides suitable rigour to ensure students’ effective participation in their course of study; may approve applicants who do not meet the standard entry criteria
b. Quality and Compliance Manager to ensure the Admissions policy meets regulatory requirements and to monitor the implementation of the policy.

c. Head of Pathways and Engagement to ensure that prospective students are advised on Admissions, English language proficiency requirements and evidence requirements.
d. Recruitment Team: responsible for making a case for admission to the DAA for applicants who do not meet the Admission criteria
e. Academic Administration Manager responsible for the day to day administration of the policy, in consultation with the Admissions Officer and Head of Student Recruitment.

4. Supporting Information
4.1 Supporting Documents
- Application of Admission
- AIM Audition/Interview Requirements

4.2 Related Documents
- Course Enrolment Form
- Letter of Offer
- Recognition of Prior Learning Policy and Procedure

4.3 Superseded Documents
- Nil
## Definitions and Acronyms

<table>
<thead>
<tr>
<th>TERM/ACRONYM</th>
<th>DEFINITION</th>
</tr>
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<tbody>
<tr>
<td>AIM referred to as the ‘Institute’</td>
<td>The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.</td>
</tr>
<tr>
<td>Applicant</td>
<td>A person who has already lodged an application to study a specific course.</td>
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</tbody>
</table>
| Australian Qualifications Framework (AQF) | Australia’s national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type. The Qualification Standards enshrined in the TEQSA Act strongly reflect the AQF which requires awards issued to be quality assured, protected against fraudulent use and to serve as pathways for further learning. The Qualification Standards incorporate by reference the following AQF policy documents:  
  - AQF Levels Criteria and AQF Qualification Type Descriptors  
  - AQF Qualifications Issuance Policy  
  - AQF Qualifications Pathways Policy  
  - AQF Qualifications Register Policy  
  - AQF Qualification Type Addition and Removal Policy.  
  More information on the AQF is available on from the [AQF website](http://aqf.edu.au), or the TEQSA Australian Qualifications Framework page. |
| Credit transfer | A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition). |
| English Language Proficiency | The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study. |
| Foundation Program | Nationally recognised course that equips students with the skills and capabilities to seek entry into a higher education program. They provide an academic entry pathway to first year undergraduate study or its equivalent. |
| Prospective Student | A person who is thinking about lodging an application to study a particular course but has not yet done so. |
| Prospective Student – Domestic | A person thinking about applying to study who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories or permanent resident visas including Humanitarian Visas) |
| Prospective Student – International | A person thinking about applying to study in Australia, who is not a domestic person and who may be granted a student visa as defined by the ESOS Regulations 2001 |
| Postgraduate Program | Higher education qualifications at AQF levels 8-10 |
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<table>
<thead>
<tr>
<th>TERM/ACRONYM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Recognition of Prior Learning (RPL)</td>
<td>A process used to assess an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification.</td>
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<tr>
<td>Undergraduate program</td>
<td>Vocational and higher education qualifications at AQF levels 1-7</td>
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### 6. Approval and Review Details

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved by Leadership Group</th>
<th>Date Approval Academic Board</th>
<th>Date Approved by Board of Directors</th>
<th>Amendment Details</th>
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| 2.0     | 04/06/2018                        | 07/06/2018                  | 21/06/2018                         | Updated:  
• Terminology in line with *Admissions Transparency Phase 2* requirements  
• Responsibilities  
• Deleted reference to ‘pre-semester proposal’ |
| 2.1     |                                   |                            |                                    | Updated:  
• Undergraduate program applicants with HE Studies to ‘AQF level 5 degree’  
• Responsibilities  
• Included Admission Requirements for the MAEM |
| 2.2     | 19/09/2018 (AB Chair)             | 27/09/2018                  |                                    | • Under ‘Admissions Criteria UG’ moved ‘Applicants with recent secondary education (within the past two years)’ to ‘A’  
• MAEM section, is now broken down into Master entry and Graduate Certificate entry, with consistent wording for relevant experience |
| 3.0     | 25/02/2019                        | 07/03/2019                  |                                    | • Included information on Foundation Program |
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<td>• Deleted information on AIM Senior Secondary College</td>
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<td></td>
<td>• Updates as per Academic Board recommendations</td>
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<td>3.2</td>
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<td>06/06/2019</td>
<td>20/06/2019</td>
<td>Updated</td>
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<td>• Year 12 English requirements</td>
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<td>• Application Process</td>
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<td>• Responsibilities</td>
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<td>3.3</td>
<td>01/11/2019</td>
<td>22/10/2019 (Via MoCR)</td>
<td>05/12/2019</td>
<td>• Updated entry requirements for the Bachelor of Entertainment Management for applicants with a recent secondary education (within the past two years) to minimum ATAR 65, with no portfolio or interview required</td>
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<td>• Deleted reference to Bachelor of Performance and Diploma of Music</td>
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<td>3.4</td>
<td>17/04/2020</td>
<td>24/04/2020</td>
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<td>• Included information for audition requirements for all music programs</td>
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<td>• Included further information under all other states &amp; territories.</td>
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<td>• Responsible Officers updated to reflect current positions</td>
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</tbody>
</table>

7. Flowchart – Showing process and decision points (pending)